

CITY OF BURBANK

KENNEL ATTENDANT

DEFINITION

Under supervision, to feed and care for impounded animals; to assist in the operation and maintenance of the animal shelter; to do related work as required.

ESSENTIAL FUNCTIONS

Feeds and cares for impounded animals; bathes, grooms, and prepares animals that are being made available for placement; cleans, disinfects, and maintains sanitary conditions of grounds and facilities at the Animal Shelter such as kennels, cages, runs, corrals, vehicles, equipment and office area; receives, identifies, separates, and releases various wild and domestic animals taken into custody; performs routine maintenance and minor repairs of facilities and equipment; assists other Shelter personnel by prepping and restraining animals for vaccination; destroys and properly disposes of sick or unclaimed animals; removes, picks up, and disposes of dead animals; performs simple clerical tasks; operates automated equipment in the performance of duties; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Ability to – Understand and communicate effectively both orally and in writing; feed and care for animals; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Special Conditions & Requirements: In adequate physical condition to perform the required duties and ability to lift up to 50 pounds. Must be in good physical condition and free from disabling defects.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Experience in the care and feeding of domestic animals.